SAN ANTONIO INDEPENDENT SCHOOL DISTRICT
Administrative Procedures

DISPOSAL AND/OR TRANSFER OF COMPUTERS AND RELATED EQUIPMENT

Computer equipment, including but not limited to personal computers, laptop computers and printers, sometimes are in excess to the needs of the owning department/campus. This procedure outlines responsibilities to assure District compliance with federal and state laws and board policy related to the proper disposal, recycle or transfer of surplus computer equipment for environmental, safety and security purposes. This procedure applies to all SAISD computers, printers and computer peripherals.

DISPOSAL OF EQUIPMENT

Campuses and departments **ONLY** need to fill out the ***Disposal and Transfer of Computer Equipment*** [FORM C36-A] to dispose of computers and related equipment. Campuses and departments do not need to complete an INV-1 Transfer form for the disposal of computers and related equipment.

All other items that campuses and departments dispose of to include but not limited to, televisions, desks, cabinets and furniture-related equipment will need to complete and submit the INV-1 Transfer forms for the Plant Services Department to process and for the Fixed Assets Department to remove from your campus/department inventory.

DISPOSAL OF EQUIPMENT RESPONSIBILITIES

a. A campus/department that has excess equipment on its inventory will be responsible for completing the ***Disposal and Transfer of Computer Equipment*** form [FORM C36-A].
b. Computer equipment for disposal must have a Fixed Asset Tag Number affixed to the equipment, with the exception of mice, keyboards, UPS back-up units and other peripherals. If the campus/department is disposing of equipment not tagged, contact the Fixed Assets Department for a tag number.
c. The campus principal/department administrative supervisor must sign the ***Disposal and Transfer of Computer Equipment*** form [FORM C36-A].
d. The campus/department submits the ***Disposal and Transfer of Computer Equipment*** form via the pony or fax to the Technology & Integration Department per instructions on the ***Disposal and Transfer of Equipment*** form [FORM C36-A].
e. The Technology and Integration Department will return the ***Disposal and Transfer of Computer Equipment*** to the campus/department denoting approval or disapproval for the appropriate action.
f. The campus/department shall fax or e-mail a copy of the approved ***Disposal and Transfer of Computer Equipment*** [FORM C36-A] to the Plant Services Department and enter a work order to schedule a pick-up date.

TRANSFER OF EQUIPMENT

A campus/department that requests to transfer equipment to another campus/department must indicate this information on the ***Disposal and Transfer of Computer Equipment*** document [FORM C36-A] in the second section AFTER approval has been received from the Technology and Integration Department. The transfer section on the form must be completed in order to be picked up by the Plant Services Department, after approval has been received. The releasing campus is responsible for making arrangements for the receiving campus to pick up the items if that deliver option is desired. The Fixed

Assets Department will utilized the ***Disposal and Transfer of Computer Equipment*** document [FORM C36-A] in place of INV-1 for items being transferred.

TRANSFER OF EQUIPMENT RESPONSIBILITIES

All information must be properly listed on the form to avoid processing delays. Pony the completed Disposal and Transfer of Computer Equipment document [FORM C36-A] to the Technology and Integration Department.

a. The Assistant Superintendent of Technology and MIS/designee will determine if the assets have any useful, remaining life. For computers, the useful like will be determined in part by the current minimally acceptable configuration published on the SAISD web site.
b. The Technology and Integration Department will identify a campus/department for the equipment to be transferred to, if the equipment has useful, remaining life. The following categories will be considered in making the disposition of all computers and related assets:
    1. Low performing schools;
    2. Schools associated with specific programs;
    3. Schools with a thorough Campus Technology Plan and a well-defined need for resources; and,
    4. Administrative locations.
c. The releasing campus will notify the receiving campus when the computers and related assets are ready for pick up. It will be the releasing campus' responsibility to arrange for pick-up and delivery.
d. The Plant Services Warehouse will not accept any computer equipment without previous approval from the Technology and Integration Department on the Disposal and Transfer of Computer Equipment document [FORM C-36A] for processing, disposal, transfer or recyclable items.

Attachment: FORM 36-A: *Computer Equipment Disposition*

See these INDEX references for related procedures: Microcomputer Maintenance; Inventory of Fixed Assets; Computer Software-Copyrighted Materials

References: CI (LEGAL); CI (LOCAL); CMD (LEGAL)

Quick Links *(for intranet use only)*

FORM C36-A: http://intranet/AdminProc/Forms/C36-A.pdf

Questions regarding this procedure should be addressed to the Technical and Integration Department; 1702 N. Alamo, Suite 200, San Antonio, TX 78210 / 210-299-1305.